



BOARD MEETING MINUTES

Severna Park High School Band and Orchestra Boosters

Minutes of the Executive Board Meeting

January 4, 2024

7:00pm

Location of the Meeting: Severna Park High School, 60 Robinson Road, Severna Park, MD 21146

Present at Meeting: Michael Nunn, Karen Clayton, Travis Darcy, Mr. Kilby, Karen Donovan, Alena Davis, Jen Lavy, Kate Cooney, Amy Wong, Tara Stoudt, Julie Triplett

1. Call to Order

The regular meeting of the Executive Board of the Severna Park High School Band and Orchestra Boosters was called to order at 7:00PM on January 4, 2024, at Severna Park High School by Michael Nunn.

2. Review of Previous Minutes

The minutes of the previous meeting held on November 11, 2023, were reviewed and approved.

3. Review of Open Action Items

ID	Owner	Task	Status
		Create Scholarship Committee	Complete tonight
		Call for Nominations for Board Positions	Ongoing
		Send Out Fundraising Credit/Balances	Ongoing
		Schedule Meeting for Spring Trip	Ongoing

4. Reports

Treasurer: The treasurer provided a report in advance of the meeting (see attached). An upcoming task is for Travis to send out credit information to musicians who have raised money through fundraising activities. There was a question about automatic payments and how to avoid these payments going through when there is credit on the account. Travis will send out instructions on how to disable automatic payments. Mr. Kilby suggested adjusting the final payment to reflect credits. We are waiting for an invoice from Steve Weiss. This will be the last invoice. Also waiting on an invoice from the custodial team at the school for services rendered during the Home Show. Consensus was

that if we haven't received a bill yet, they will likely not bill us this year. Travis will contact Joanna about tax filings.

Secretary: The settings within Microsoft365 have been changed to allow forwarding of all emails sent to music@sphsmusic.org. These emails will now be forwarded to all executive board members.

VP: In future, it would be best to plan for volunteers to sign up for the winter concerts in advance. Concerts will need 2-4 volunteers to help with programs distribution and other tasks during the concert. Karen is sending photos and congratulations messages to all county and all state participants in the yearbook. Also, a reminder to form the scholarship committee. The scholarship committee will need to review applicants, prepare certificates in Canva, and arrange for checks to be written for the scholarships. Someone from the committee must be present at the awards night to present the awards to the winners.

President: The principal has requested the Booster verification form to be submitted to the main office. Travis and Michael will pull together the necessary documents. On January 11th there is a closet cleanup scheduled along with golf cart maintenance. Cleanup will begin at 6pm.

Mr. Kilby: There is a feeder event scheduled for Monday. The elementary schools and middle school band kids will participate. The event begins at 7pm. The theme is "Superhero." Everyone is encouraged to dress up. Musicians should arrive at 6pm. We will need 2 or 3 greeters/parent helpers. Tuesday begins All County Band. Band camp is scheduled from August 5th through the 9th (8am – 8pm). Practices will be on Mondays and Wednesdays 5pm-8pm. There will be a chaperone meeting on March 21st at 6:30pm. On April 9th, there will be a mandatory musician meeting for the Spring Trip. Music awards are scheduled for May 9th. The jazz clinic has moved from January 12th to the 11th. Friday, January 12th is the last day for registration for the Spring Trip. Our next BOB General meeting will be on March 4th.

Student Leadership: No report; however, drum major auditions are coming up.

5. New Business

Fundraising: On December 21st, a couple of hundred dollars were raised by table sales. There is a spaghetti dinner in the works, but it has not yet been scheduled. We will begin advertising for the mattress warehouse fundraiser. We need to make sure the fundraiser has been approved by the front office.

Communications: All communications during this quiet time of the year are reminders from the Charms calendar. Currently the communications are weekly accents, but coming soon there will be Marketing for the Mattress Warehouse fundraiser.

Operations: The closet cleanup and golf cart maintenance has been scheduled. There will also be a spring cleanout for the area under the stands and the outdoor area.

Uniforms: The final Marching Band uniform cleaning is complete, and the uniforms are ready for the Spring Trip.

Spiritwear and Hospitality: No report. Hospitality will need help with the end of year picnic.

6. Action Item Task List

ID	Owner	Task	Due Date
	Michael	Recruit for the Scholarship Committee	Next meeting
	Michael	Call for nominations for the 2024-2025 Board Positions	This Spring
	Travis	Send out fundraising credit/balances	This Spring
	Travis	Send out instructions for disabling autopay	This Spring
	Julie	Add task to ask for volunteers for the winter concert	This year
	Michael & Travis	Prepare Booster verification form for the Front Office	This Spring

7. Date and Time of the next Board Meeting

The next Executive Board meeting is scheduled for February 5th at 7pm, via Google Meet. The next General Membership meeting is scheduled for March at 4th, in the SPHS Band Room.

8. Adjourn

The meeting was adjourned at 8pm.

Submission and Approval of Minutes:

Minutes Submitted by: Julie Triplett _____ Date: 02/05/24

Minutes Approved by: _____ Date: _____

Attachments: